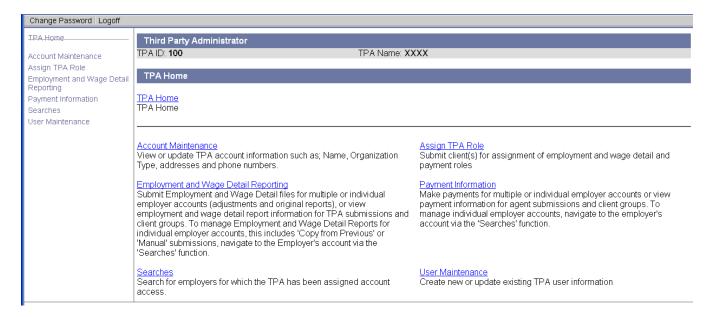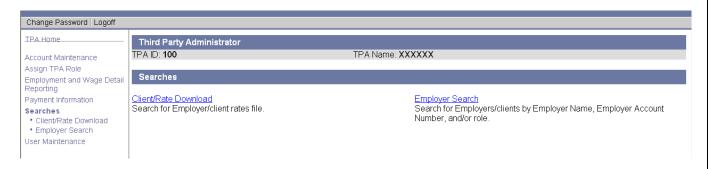# SEARCHES/EMPLOYER ACCOUNT HOME

Introduction	This section of the document will show how an authorized user can search and view the individual employer home pages of assigned employers. Once at the employer home page, you will be able to access & perform most of the employer functions on behalf of the employer. However, the functions that you will be able to perform will be controlled by the roles assigned to you by the employer. Once you are at the employer home page, you will be able to see only the functions assigned by the employer. Please refer to the Employer User Guide for complete information on all the functions, performed from an employer account. You must contact the employer you are servicing to gain access to a role you require.

Step-by-Step Instructions:

1. Navigate to the TPA home page. If required, please refer to the section 'Logging In'. The following page will appear.

Change Password | Logoff

TPA Home
Account Maintenance
Assign TPA Role
Employment and Wage Detail Reporting
Payment Information
Searches
User Maintenance

Third Party Administrator
TPA ID: **100**   TPA Name: **XXXX**

TPA Home

TPA Home
TPA Home

Account Maintenance
View or update TPA account information such as; Name, Organization Type, addresses and phone numbers.

Assign TPA Role
Submit client(s) for assignment of employment and wage detail and payment roles

Employment and Wage Detail Reporting
Submit Employment and Wage Detail files for multiple or individual employer accounts (adjustments and original reports), or view employment and wage detail report information for TPA submissions and client groups. To manage Employment and Wage Detail Reports for individual employer accounts, this includes 'Copy from Previous' or 'Manual' submissions, navigate to the Employer's account via the 'Searches' function.

Payment Information
Make payments for multiple or individual employer accounts or view payment information for agent submissions and client groups. To manage individual employer accounts, navigate to the employer's account via the 'Searches' function.

Searches
Search for employers for which the TPA has been assigned account access.

User Maintenance
Create new or update existing TPA user information

2. Click on the link 'Searches'. The following page will appear.

Change Password | Logoff

TPA Home
Account Maintenance
Assign TPA Role
Employment and Wage Detail Reporting
Payment Information
Searches
  • Client/Rate Download
  • Employer Search
User Maintenance

Third Party Administrator
TPA ID: **100**   TPA Name: **XXXXXX**

Searches

Client/Rate Download
Search for Employer/client rates file.

Employer Search
Search for Employers/clients by Employer Name, Employer Account Number, and/or role.

3. Click on the link 'Employer Search'. The following page will appear.

4. The search results will appear as shown below. Based on your search criteria, one or more employer accounts displayed. Along each employer name, the assigned role(s) will also be displayed. Click on the Employer name to go to the home page of the employer.

Click here to view the assigned roles.

Click here to view a description of the roles.

5. The employer home page will appear as shown below. You will be able to perform employer functions from here by clicking on the appropriate links. Please refer to the employer user guide for the complete set of instructions on performing employer functions.

While you are at this page, you will be able to go to a different employer account by clicking on the link 'Change Employer'. Click on 'Leave Employer' to leave the employer home page and return to the TPA home page.

Change Password | Logoff

Employer Home

FAQ/Contact Us
Account Maintenance
Benefit Charge Activities
Correspondence
Employment and Wage Detail Reporting
Payment Information
User Maintenance

Third Party Administrator
TPA ID: **100**   TPA Name: **XXXXXX**

Employer Information   ⬩**Change Employer** ⬩**Leave Employer**
Employer Account Number: **100**   Employer Name: **Employer**

Employer Home

Employer Home
Employer Home

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FAQ/Contact Us   Account Maintenance
Review frequently asked questions (FAQ's) for the UI program or UI   Maintain account information including changing legal name, mailing
system. Submit inquiries if the FAQ does not answer your question.   address, owners/officers, reporting units, or reporting status. View the
                                                            most recent Tax Rate Notice, authorize TPAs or provide information
                                                            regarding the purchase or sale of a business.

Benefit Charge Activities   Correspondence
View Benefit Charges by calendar year and quarterly summaries; claimant Search for Correspondence
detail summaries; and individual claimant transaction details. Additional
information includes fiscal year summaries with tax rate buydown and/or
merger-acquisition details related to benefit charges.

Employment and Wage Detail Reporting   Payment Information
Submit Employment and Wage Detail Reports for this Agency and the   Make payments; view account summary, pending payments, processed or
Department of Revenue. View historical Employment and Wage   cancelled payments, taxable wages, and FUTA credit information.
Reporting information.

User Maintenance
Assign or Update user access to Employer account information.

Click here to go to TPA home page.

This area will display the available employer maintenance functions.